



CITY OF HOUSTON

Job Posting

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Applications accepted from: ALL PERSONS INTERESTED

Job Classification PROJECT TECHNICIAN II
Posting Number PN# 104608
Department Department of Public Works & Engineering
Division Engineering and Construction Division
Section Engineering Branch
Reporting Location 611 Walker*
Workdays & Hours M-F, 8 A.M - 5 P.M*
*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS
Develops, coordinates, and controls drafting documents and technical support activities. Directs drafting, design and plotting activities that support the Neighborhood Programs Engineering Section and other areas as required. Develops, draws and maintains plans, profiles, graphics, and GIS documents for projects relating to pavement overlays, sidewalks, bikeways and other programs. Perform as and documents field checks using digital and manual equipment. Responds and tracks internal and external inquiries. Coordinates the implementation of contracts, projects and plans for the Section. Serves and internal and external liaison for the Section.

WORKING CONDITIONS
The position occasionally requires stooping or bending. Occasional light lifting, up to 20 pound may be required.

MINIMUM EDUCATIONAL REQUIREMENTS
Requires specialized training in principals, procedures, practices, routines or techniques in a specific area or trade, which might normally be acquired through up to 18 months of education or training beyond the high school level.

MINIMUM EXPERIENCE REQUIREMENTS
Six (6) months of related experience, such as engineering, drafting and/or designing are required.

MINIMUM LICENSE REQUIREMENTS
Valid Texas Driver's License and compliance with the City of Houston's policy on driving (A.P. 2-2).

PREFERENCES
Preference will be given to those candidates that have experience in AutoDesk products (AutoCAD), ESRI products (ArcView GIS), graphics programs and MS office.

SELECTION/SKILLS TESTS REQUIRED None
However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION ☒Yes ☐No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range – Pay Grade 13
\$993 - \$1,105 Biweekly \$25,818 - \$28, 730 Annually

OPENING DATE May 18, 2005
CLOSING DATE May 24, 2005

APPLICATION PROCEDURES
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Device for the Deaf) is (713) 837-9496.**

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